<u>CRITERIA FOR POSTING INFORMATION ON THE</u> CALIFORNIA NETWORK OF LEARNING PROFESSIONALS' (CNLP) WEBSITE

Information to be posted on the CNLP website will be sent electronically to Vera Nicholas, California State Library [mailto:vnicholas@library.ca.gov].

Individuals who submit information to be posted on the website are responsible for keeping it up-to-date, and will send revisions to Vera Nicholas when outdated information needs to be replaced.

The Website Resources Task Force will make an attempt to contact the person who submitted the information to ask if they can provide an update before outdated information is removed from the website.

Information to be posted must contain the name and phone number or email address of a contact person to whom questions about the information may be directed.

Documents/attachments must have been created using common software, such as Microsoft Word, Excel, PowerPoint, etc., so that everyone can view them.

Posted information cannot be linked to an intranet site. Please make sure that links are available to all visitors to the website.

Individuals who submit information to be posted on the CNLP website may suggest a location on the page and under which heading they think their information should reside. However, the Website Resources Task Force members will make all final placement determinations.